

## ADMINISTRATOR'S REPORT

June 2, 2016

TO: Board of Supervisors  
FROM: Frank J. Rogers, County Administrator *FJR*  
RE: June 7, 2016 Board of Supervisors Meeting

2:30 PM Public Safety Committee  
Board Multi-Use Room (Borland, Goldsmith)  
  
4:00 PM Call to Order by Chairman Zehr  
Pledge of Allegiance and Invocation by Supervisor Good

1. **APPROVAL OF MINUTES**

a. [May 3, 2016 regular meeting](#)

2. **APPEARANCES**

Kristin B. Wright, Staff Attorney

a. [RECOGNITION OF 2016 VALEDICTORIANS AND SALUTATORIANS](#)

The Board has a program allowing the adoption of resolutions for citizens that have recorded outstanding achievements. Attached is a memorandum recognizing the students who have achieved the highest grades after four years of high school and have achieved the titles of Valedictorian and Salutatorian at the County's upcoming graduation ceremonies.

**RECOMMENDATION: Staff recommends the Board adopt the attached resolution to honor the County's 2016 Valedictorians and Salutatorians and recognized any who are present today. The resolution would be presented to the Schools for their use as they see fit.**

Jane Massie, Alzheimer's Association

b. ALZHEIMER'S AWARENESS MONTH

Jane Massie will be present to present a [proposed resolution](#) to recognize June as Alzheimer's Awareness Month.

**RECOMMENDATION: Consider adoption of the attached resolution.**

Kevin Novak

c. [COMMENTS FROM KEVIN NOVAK](#)

Mr. Novak would like to present comments to the Board concerning federal support of the public school system.

3. **ADMINISTRATOR'S ITEMS**

Frank J. Rogers, County Administrator

a. [RESOLUTION REGARDING THE USE OF FACILITIES BY SPECIFIC GENDER](#)

As requested by the Board, attached is a proposed resolution for consideration to adopt and forward to the County's State legislators.

**RECOMMENDATION: Staff requests direction on the attached resolution.**

Tracy Fairchild, Director of Public Safety

b. [REQUEST FOR PUBLIC HEARING – EMS FEE SCHEDULE](#)

The current career EMS provider system is funded with General Fund revenues as well as EMS billing revenues. The FY 2017 budget includes an additional career crew with anticipated additional revenues to offset the costs of the growing system. In order to realize additional revenues, staff has proposed options to amend the EMS fee schedule.

**RECOMMENDATION: Staff recommends the Board conduct a public hearing to consider amending the County's EMS Fee for Service schedule.**

Clif Tweedy, Deputy County Administrator

4. HIGHWAY MATTERS

a. [Status of Highway Matters](#)

b. [VDOT Land Use Surety Resolution](#)

From time to time County personnel or our contractors do work within the Virginia Department of Transportation right-of-way. In 1984 the Board adopted a resolution to provide assurance to VDOT that we had the insurance to address any claims that may arise. The Liberty Mountain Drive road project would require our contractor to work on a small area of VDOT right-of-way. During the process to obtain a Land Use Permit, VDOT has requested the Board adopt an [updated resolution](#) with insurance amounts in compliance with today's standards. A proposed resolution is attached.

**RECOMMENDATION: Please consider adoption of the Virginia Department of Transportation's Land Use Surety Resolution.**

c. Highway Concerns or Comments from the Board

A few minutes will be scheduled each month for Supervisors to voice any questions or concerns regarding highway matter. Requests will be forwarded to VDOT as appropriate.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

Kristin B. Wright, Staff Attorney

5a. [PROPOSED FY 2017 LEGISLATIVE AGENDA](#)

Attached is a proposed FY 2017 Legislative Agenda which is the same as last year's with the addition of an item requesting legislation allowing localities to regulate the use of bathrooms in County-owned buildings as requested by Chairman Zehr . The adopted legislative agenda is forwarded to VACo and our area legislators.

**RECOMMENDATION: Staff would like to receive input from the Board as to what items should remain on or be added to the attached legislative agenda. Following the discussion, staff will finalize the agenda and return with it at the July meeting so that the Board may adopt a final list of proposed legislative items to be forwarded to VACo and area legislators.**

b. [COUNTY CODE UPDATE – PERMISSION TO ADVERTISE](#) (10 min)

Some of the proposed amendments to the County Code for the regular spring update are mandated changes to mirror state law changes that will be effective July 1. Others are discretionary changes requested by staff or are minor amendments clarifying certain aspects of the Code. Staff will review the summaries for the semi-annual update at the Board meeting. The amended text for all chapters is available electronically with a paper copy available in the County Administrator's Office. A summary of all changes is included with this memorandum.

**RECOMMENDATION: Staff recommends the advertisement of a public hearing to update the Campbell County Code for the July 5, 2016 Board of Supervisors meeting.**

Frank J. Rogers, County Administrator

6. CONSENT AGENDA

a. [Appropriations](#)

Attached is an appropriation listing for the Board's consideration.

b. [County Attorney invoice](#)

Attached for your review is an invoice from the County Attorney in the amount of \$2,725.86 for services rendered in the month of May 2016.

c. [Abstract One Invoice](#)

Attached are two invoices from Abstract One for title work performed on several delinquent tax properties in the total amount of \$450.00.

d. [George Nolley Invoice](#)

Attached is an invoice from George Nolley for his services as Guardian ad Litem for several delinquent tax properties in the amount of \$875.00.

e. [Bid Award – Ambulance Billing & Collection Services](#)

A Request for Proposal (RFP) was issued to procure the services of a qualified firm to continue to provide Ambulance Billing and Collection Services. Twelve proposals were received. The evaluation committee reviewed all twelve proposals and interviewed the top three. McKesson, Alphratta, Georgia was the recommended firm which met all of the County's needs at a less expensive rate. The initial contract would be for two years with an option to renew for three additional one-year terms.

f. [Exception from Noise Ordinance – DeVault Vineyard](#)

Mrs. Sharon DeVault of 247 Station Lane, Concord in the Concord Election District has submitted a request for exception from the Noise Ordinance for an event named the 6<sup>th</sup> Annual Watermelon Wine Festival on July 2, 2016. The event would be held from 3:00 p.m. to 11:00 p.m. with a total anticipated attendance of 500 people. The Festival would include live music; therefore, Mrs. DeVault is requesting an extension of time from 10:00 p.m. until 11:00 p.m. and a maximum decibel level of 82 dba at the property line. Farm wineries were exempt from applying for a Special Entertainment Permit.

g. [Real Estate Valuation Services for Commercial Building Permits](#)

A Request for Proposal (RFP) was issued to obtain offers from qualified vendors to procure real estate general reassessment services. Two proposals were received, and the Evaluation Committee ranked Wampler-Eanes Appraisal Group, Daleville, Virginia as the top ranked firm. The costs estimate would be around \$8,000 and would be split over two fiscal years.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. **Approve the appropriations as presented;**
- b. **Approve payment to the County Attorney for \$2,725.86;**
- c. **Approve the payment to Abstract One in the amount of \$450.00;**
- d. **Approve the payment to George Nolley in the amount of \$875.00;**
- e. **Based on the recommendation of the Evaluation Committee, approve McKesson, Alphratta, Georgia as the top ranked firm and authorize staff to negotiate and execute a final contract for ambulance billing services for a two-year period.**

- f. **Please review the request from Sharon DeVault and advise staff if you will grant the time extension and the exception to the noise ordinance for this event.**
- g. **Staff and the Evaluation Committee recommend the Board authorize staff to negotiate and execute a final contract for real estate property commercial valuation services with Wampler-Eanes Appraisal Group, Ltd.**

7. **APPOINTMENTS**

A list of appointments is attached for your consideration. Also attached is a proposed resolution for the reappointment of Mr. Tweedy and Mr. Rogers to the Blue Ridge Regional Jail Authority.

8. **MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss matters from the Board.

**5:30 PM**

9. **PUBLIC HEARINGS**

Sandy Shackelford, County Planner

a. **PUBLIC HEARING – REZONING AND SPECIAL USE REQUEST BY DALE HULL**

PL-16-28      Request by Dale Hull to rezone property located at 20795 Lynchburg Highway to amend the proffers to allow “Flea market or swap meet” as a special use permit with concurrent requests for special use permits to expand the existing flea market west onto adjacent property and for an alternative parking plan. The property is zoned Agricultural, Conditional, Industrial – General, Conditional and Business – General Commercial and is in an area designed as commercial per the current Comprehensive Plan.

Attached is the advertisement and staff report. Mr. Hull is requesting to rezone 9.5 acres of parcels to amend the proffers on property zoned Agricultural, Conditional to include flea markets and swap meets as an eligible special use on this property with concurrent special use permits to allow the expansion of the existing flea market and for an alternative parking plan. This property is located in the Timberlake Election District.

The remaining proffers submitted with the original request would remain unaltered. On the special use permit of this request, the Planning Commission recommended the applicant mark individual parking spaces with wheel stops on the area shown on the site plan submitted with the request labeled “Existing Gravel Parking” to delineate parking areas and control for the safe flow of traffic through the parking area, the spaces designated for handicap parking be surface treated, and that future parking will not be allowed on the area shown on the site plan labeled “One Way Existing Overflow Gravel Parking” to maximize the traffic flow into and out of the parking area.

**RECOMMENDATION: The Planning Commission recommended approval of this request citing good zoning practice with the conditions listed above by vote of 7-0.**

b. [PUBLIC HEARING – SPECIAL USE PERMIT REQUEST BY JONATHAN HOLLIE](#)

PL-16-32 Request by Jonathan Hollie, agent for Beverly Parrish, for a special use permit to operate an automobile and truck rebuilding business on property zoned Agricultural. The property is located at 805 Hawkins Road and is in an area designated as medium to high-density residential per the current Comprehensive Plan.

Attached is the staff report. Mr. Hollie currently lives on the property on Hawkins Road that is owned by his mother in the Spring Hill Election District. If the special use permit is approved, Mr. Hollie would construct a metal storage building behind the existing dwelling and operate an automobile and truck rebuilding, reconditioning and body and fender work business inside the building. Vehicles would be stored either inside the building or in the designated parking area.

The Planning Commission recommended the applicant conduct business in general conformance with the uses described in the narrative and shown on the site plan submitted with the request.

**RECOMMENDATION: The Planning Commission recommended approval of this request with the previously mentioned condition citing good zoning practice.**

c. [PUBLIC HEARING – REZONING REQUEST BY CALVIN SMITH](#)

PL-16-36 Request by Calvin Smith to rezone a 1.97 acre portion of property located at 3876 Waterlick Road from Residential – Single Family to Business – General Commercial for use as a landscape and logging business. This property is in an area designated as medium to high-density residential per the current Comprehensive Plan.

Attached is the staff report. Mr. Smith would like to rezone approximately 1.97 acres to allow the current tenant to continue to operate his landscaping and logging business from this property in the Timberlake Election District. The work is done completely off-site, but the tenant does store large equipment on the property.

**RECOMMENDATION: The Planning Commission recommended approval of the request by a vote of 7-0 citing good zoning practice.**

Clif Tweedy, Deputy County Administrator

d. [PUBLIC HEARING - COMBINED ANNUAL SECONDARY ROAD HEARING](#)

Attached is the [public notice](#) for a joint public hearing with VDOT on the proposed Six Year Plan for secondary road improvements. The current plan includes improvements scheduled for FY 2017-18 through FY 2021-2022. Attached are the [proposed Six Year Plan](#), [Rural Rustic Priority List](#) and [proposed resolution](#) for adoption following the public hearing.

Don Austin, Resident Engineer, will represent VDOT at the public hearing. During the public hearing, citizens will be invited to provide comment on the Six Year Plan and to request road improvements or road additions to the Secondary Road system. If individuals have more detailed questions regarding their particular road request, VDOT officials will be available following the public hearing to answer their questions in the Board Conference Room.

**RECOMMENDATION: Staff recommends the Board conduct the required public hearing and adopt the attached resolution to approve the Six Year Plan for FY 2016-16 through FY 2021-22.**

Randall Johnson, Deputy Director of Public Safety

e. **PUBLIC HEARING – TAX EXEMPT PURCHASE BY EVINGTON FIRE DEPT**

A public hearing has been advertised to consider adoption of a resolution to approve Evington Volunteer Fire Department to enter into a tax-exempt purchase agreement with First Citizens Bank and Trust Company to purchase a Rescue/Pumper. The Board of Supervisors appropriated \$350,000 towards the purchase, and they are seeking to finance the remaining cost of approximately \$105,000. The Evington Volunteer Fire Department would be required to pay all payments for the property, and the County would be under no obligation for the payments. A Memorandum of Agreement is attached.

**RECOMMENDATION; Staff recommends the Board consider adoption of a resolution of approval of a proposal that the Evington Volunteer Fire Department enter into a tax-exempt purchase agreement with First Citizens Bank and Trust Company.**

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**10. AGENCY MINUTES AND REPORTS**

- |    |   |                  |
|----|---|------------------|
| a. | <u>Brookneal/Campbell County Airport Authority</u>    | March 23, 2016   |
| b. | <u>Industrial Development Authority</u> Minutes       | January 28, 2016 |
| c. | <u>Library Board</u> Minutes                          | April 18, 2016   |
| d. | <u>Planning Commission</u> Minutes                    | April 25, 2016   |
| e. | <u>Public Works/CED</u> Minutes                       | May 3, 2016      |
| f. | <u>Recreation Advisory Council</u> Minutes            | April 12, 2016   |
| g. | <u>School Board</u> Minutes                           | April 11, 2016   |
| h. | <u>Social Services Board</u> Minutes                  | April 20, 2016   |
| i. | <u>Soil &amp; Water Conservation District</u> Minutes | March 24, 2016   |

**11. INFORMATIONAL ITEMS**

- |    |  |                |
|----|--|----------------|
| a. | <u>Panhandling Ordinances</u>                              | May 4, 2016    |
| b. | <u>Response from U.S.Senate on Supreme Court vacancies</u> | April 20, 2016 |
| c. | <u>Revenue Summary</u>                                     | May 11, 2016   |
| d. | <u>Treasurer’s Report</u>                                  | April 30, 2016 |
| e. | <u>Unassigned Cash Balances</u>                            | April 30, 2016 |
| f. | <u>Unassigned Fund Balance</u>                             | April 30, 2016 |
| g. | <u>VASAP Annual Report</u> (separately)                    | April 20, 2016 |

## **BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 5/12/16

Items marked with an asterisk (\*) are changed from the previously published schedule  
Underlined items are special meetings

### **Tuesday, June 7<sup>th</sup> –**

- 2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, special use permit, rezoning, Six Year Plan

### **Tuesday, July 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, special use permits (2)

Tuesday, July 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, August 2<sup>nd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

### **Tuesday, August 9<sup>th</sup> –**

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, August 16<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, August 23<sup>rd</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Good, Gunter)

### **Tuesday, September 6<sup>th</sup> –**

- 2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, September 20<sup>th</sup> – 4 PM – No Board workshop currently scheduled



**Tuesday, October 4<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, October 18<sup>th</sup> – 4 PM – No Board workshop currently scheduled

**Tuesday, November 1<sup>st</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, November 8<sup>th</sup> –

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, November 15<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, November 22<sup>nd</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Good, Gunter)